



Student Debt Retirement Savings Match

Annual review guide



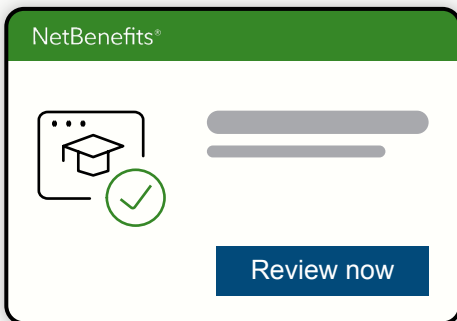
It's time to review and confirm your student loan payment history.

To be sure to receive your employer's contribution match, you'll need to confirm how much you've paid toward your student loans this year. So, grab your statements from your student loan servicer to make sure that our information matches your records.

Don't leave money behind. Before your annual review period ends, make sure that you've provided all student loan payments made during the plan year.

How to review and confirm payment history

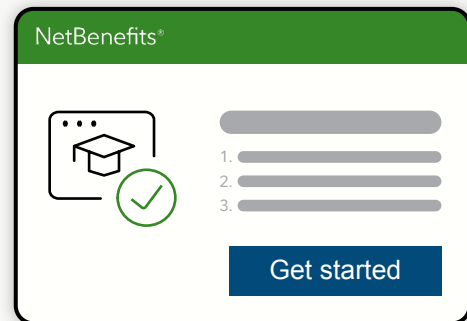
1



Log in to NetBenefits

Log in to your NetBenefits account and go to your benefit summary page to view your payment history.

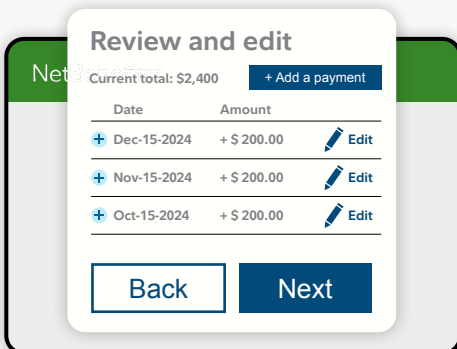
2



Review your payments

Check the payment history listed against your student loan statements.

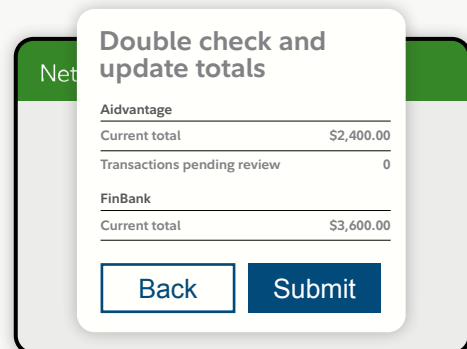
3



Check for accuracy

If any payments are missing or incorrect, update those entries and upload the matching statements. (See how on page 2.)

4

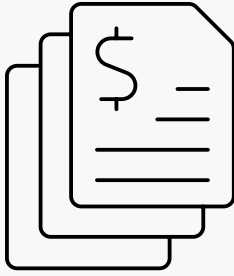


Double-check and confirm

Finally, double-check any updated totals. If everything is in order, confirm the information, and you're good to go.

How to add a missing payment

1



Collect your statements

Gather all statements for payments made since your last upload.

2

Add payments: FinBank
Enter a payment
Date*
mm-dd-yy [15]
Amount
Document upload*
Choose file
Back Next

Enter payment information

On your Student Loan Dashboard, select **View Payments** and upload your statements.

3

Add payments: FinBank
Review payments
Date: Sept-01-2024
Amount: \$350
File: FinBank Statement.docx
+ Enter another payment
Submit

Review payment update

Double-check the payment information you entered. If you have more payments to add, select **Enter another payment**.

4

Review and edit
Current total: \$2,400 + Add a payment

Date	Amount	Edit
+ Dec-15-2024	+ \$ 200.00	Edit
+ Nov-15-2024	+ \$ 200.00	Edit
+ Oct-15-2024	+ \$ 200.00	Edit
+ Sep-15-2024	+ \$ 200.00	Edit
+ Aug-15-2024	+ \$ 200.00	Edit

Submit your payment

Once all payments are added, select **Submit** and you'll return to the payment review screen.



Don't leave money behind

Log in to NetBenefits to upload or add your student loan payment information.